

## **POST DEPARTMENT HEAD DETAILING PROCESS (UPDATED April 2016)**

In response to fleet distribution needs and significant fleet feedback, PERS-411 revised the Post-Department Head detailing process in June 2011 and March 2013. We strive to continually improve this process in the interest of fairness and transparency as we fill priority billets around the world. The aim of this update is to provide the latest information and reduce ambiguity for Post-Department Head Officers.

### **Detailing Window:**

1. Start reviewing the Downstream Fills (DSF) list (updated monthly) approximately 10 months from your PRD. If you are interested in attending a war college, inform your Detailer as soon as possible. Contact your Detailer ~9 months before your PRD to begin communication.
2. The notional PRD window is 5-7 months prior to your PRD. You should submit your first list of preferences 7 months prior to your PRD. You can request an AFPAK Hands or a GSA billet at any time, regardless of your PRD.
3. An officer may terminate shore duty at any time to compete for an overseas or sea duty assignment, regardless of PRD.

**NOTE FOR ALL 2<sup>nd</sup> TOUR DEPARTMENT HEADS:** Your detailing window depends significantly on the timing of your relief as it is our policy to not gap DH billets. Contact your Detailer to determine your estimated detailing window.

### **Guidelines for Your Preference List:**

1. We strongly recommend that you contact your Detailer, preferably by phone, before you submit your first list of preferences. Submitting your preference list early gives you the maximum opportunity to compete for billets. You should update your list each month until you are reconciled into a billet and make sure your detailer has several ways to contact you (work/personal emails and phone numbers).
2. Jobs on your list must have fill dates between NOW and NO MORE THAN 2 months after your PRD. A minimum of 5 billets are required for your preference list to include at least 1 GSA and/or Hot Fill billet.
3. LCDRs can select jobs on the O4 and O5 lists, although not all commands will accept an O4. For example, NROTC units will not accept an O4 for XO billets. CDRs (not PCCs) must pick jobs from the O5 list only.
4. Joint duty should normally be deferred until after screened for command or “out of looks” for command screening.
5. Your preferences must take into account your sea/shore rotation. For the purpose of this rotation, we count most overseas billets as sea duty. Utilize shore duty to build a sub-specialty (BMD, FM, OA, USW, Joint Planner, STRATPOL, etc.) which begins with a Master’s Degree and continues with assignment to an applicable billet to build practical experience.
6. Submit your preferences, in priority order, in the body of an email (DO NOT USE ATTACHMENTS). Include the fill date, UIC and BSC as per the example below:

1	201601	42795	15777	ECRC FWD NORFOLK	COMBAT SYSTEMS / WEAPONS	NORVA
2	NOW	00011	21310	OPNAV	OPS ANAL/N2N6F2B OPS ANAL/PPBE	ARLING
3	201512	30733	73060	ATG NORFOLK	SHP ENG GASTBN	NORVA
4	201512	57091	70030	NAMDC	STF REDI WEP/BMD TRNG & ASSESSMENT	DAHGRN
5	201512	55333	00480	COMESTRKGRU 2	STF REDI GEN	NORVA

### **Reconciliation Process:**

1. Reconciliation is a competitive process. We conduct a reconciliation board in PERS-411 on a monthly basis.
2. In the interest of fairness to all officers competing for billets, we do not reconcile billets with fill dates greater than 7 months from the current reconciliation month (see table below). This allows more officers the opportunity to compete for high profile billets.

3. Seven months prior to your PRD, we will only consider you for your top job preference. At the 6 & 5 month reconciliations, we consider you for all of your preferences. You will be detailed based on: your career needs, previous experience and performance, the needs of the Navy (priority fill billets) and your personal preferences.

4. After reconciliation each month, your Detailer will contact you to inform you either of your next assignment or that you will be considered for reconciliation the following month. In the end, finding the proper billet fit (officers with the skill sets needed to succeed in that billet) will take precedence over just filling the billet with any available officer.

<b>Reconciliation Month:</b>	<b>Officers Eligible to Compete for Billets (Target PRD window):</b>	<b>Filling Billets:</b>
January	June, July, August	Now through August
February	July, August, September	Now through September
March	August, September, October	Now through October
April	September, October, November	Now through November
May	October, November, December	Now through December
June	November, December, January	Now through January
July	December, January, February	Now through February
August	January, February, March	Now through March
September	February, March, April	Now through April
October	March, April, May	Now through May
November	April, May, June	Now through June
December	May, June, July	Now through July

### **Final Key Takeaways:**

1. Know your sea/shore rotation and ensure the preference list you provide is reflective. Non-due course officers on CONUS shore duty should expect to rotate to a sea/overseas assignment. You are “non-due course” when you are out of looks for your next career milestone.
2. Make sure you provide any extenuating circumstances along with your preferences to your Detailer. If it is important to you, make it important to us.
3. If you intend to retire or separate, you must declare your intentions before you are within 6 months of your PRD or you will be considered available for orders. In general, PERS-8 requires 9-12 months to process separation or retirement orders.
4. We occasionally get requests by Placement to fill Short-fuse/Nominative Billets. If you are interested in competing for these contact your detailer.
5. No assignment is official until orders are transmitted.